

TUCKAHOE LOCAL HUMAN RIGHTS COMMITTEE

North Park Library
850 Franconia Road
Henrico, VA 23227-1213
Quarterly Meeting Minutes
December 3, 2013

- I. Call to Order:** The meeting was called to order at 3:30pm by Monica Lucas, Secretary.
- II. Welcome/Introductions:** All persons who were present stated their name and the program or interests which they were representing. The following is a roster of the Committee Members and Affiliates who were present for the December 3, 2013 meeting.

a. Committee Members Present:

- Monica Lucas
- Corrinthia Morris-Secretary
- Stephen Dawe-Committee Member
- William Surber-Committee Member
- John Vannoy-Committee Member

b. Committee Members Absent

- Kia Symonds- Vice President
- John Redd, Member

c. Advocate Present

- Michael Curseen-Human Rights Regional Advocate

d. Affiliate Members Present:

1. Alliant Human Services- Not Present
2. Associates in Counseling & Therapeutic Services- Korence Walthour
3. Assured Development Services, LLC-Aisha Burgo, James Bennett

4. Blue Ridge Residential Services- Catherine St. Ours
5. Branches of Life - Traci Brown, Jessica Helbert, Traci Brown, Fran Brown
6. Community Assistance Network, LLC- Sandra Simon
7. Daily Grace Adult Day Program- Latosha Frye, Debveeta Wiggins
8. EMS of Virginia- Jennapher Turner
9. Family and Adolescent Services- Cynthia Woodson
10. Family & Community Support Systems, LLC-Julia Griffith
11. Greater Unity-Sterling Burton,III Ricky McKnight, Jr
12. GROWN Program/IL Solutions- Latroyal Smith
13. Hamlet House Youth Services III, LLC-Gwen Ingram
14. Hargrove, Oliver & Parker Inc.-Charita Watkins
15. Hope First, LLC- Not Present
16. H.Y.P.E. Youth Services, LLC- Trina Davis-Fortune
17. New Path Interventions- Shelbia Brown, Siken Campbell, Danielle Richmond
18. OLA Home for Boys & Family Services-Keith Harmon
19. Renaissance Residential Services, LLC- Masambe Tirease Tate, Guirlande Simerville
20. RISEUP, LLC- Denise Turner
21. Southern Va. Regional Medical Center-Debra Hewitt
22. The Trimble Agency, LLC- Nichole Trimble
23. Williamsville Wellness, LLC- Sandra Rasmussen

III. Public Comment:

Monica Lucas Sunday December 15, 2013 Second Baptist Church

Contact Magellan if there are any issues with MHSS regarding issues.

- IV. Review/Approval of March 5, 2013 Minutes: Corrections:** 1) Corrections of spelling Debveeta Wiggins 2) Corrections to spelling of name Jessi Helbert 3) Correction of spelling of name: Nichole Trimble

A motion was made to accept the minutes for September 10, 2013 and was approved with the correction noted above.

V. Advocate's Report:

A. Mr. Curseen presented Advocate Support handouts, new Quarterly Report, CHRIS quick reference guide and Medicaid Memo for Mental Health Skill Building Services. He addressed the new quarterly report which should be used for the quarterly report due February 18, 2014. Noted: If you are having problems with accessing CHRIS continue to utilize the older report. Annual reports are due January 15, 2014 and should be on the old reporting form. He also addressed the CHRIS ABUSE QUICK REFERENCE GUIDE to address issues of closing cases in CHRIS. If agencies are unable to close cases in CHRIS, send Mr. Curseen an email that the case is ready to be closed. If assistance is needed for CHRIS or Delta contact Margaret Walsh or Mr. Curseen. If there is an issue with data entry contact Susan Tinsley. Issues with access to Delta access deltaproduct@dbhds.virginia.gov website.

VI. Treasurer's Report:

Last report reflected \$\$2132.59. Expenses (Total: 258.13), \$139.38 (Postage-Catherine St. Ours) \$118.75 (EMS- Refreshments)Current Balance: \$1874.46

Sterling Burton shared that all affiliates are paid in full excluding new affiliates. Payments are due for affiliation by March for \$100 for 2014.

VII. Old Business:

A. Review of Requested Revisions to Quarterly Report for 2nd Quarter (4/1/13 – 6/30/13)

1. **Greater Unity Adult Svs., LLC (Day Support)** missing documentation of details for peer to peer neglect reported. Information was received 9/13/13
2. **The G.R.O.W.N. Program (ILS)** Last page: Need to resubmit incident to LHRC without names of staff or clients. Information was received 9/13/13
3. **OLA Family Services** Need to use revised quarterly report form (2nd

Request); Pg. 1: Incident # 1 needs to be counted as Neglect (Peer to Peer); Incident # 3 needs to be counted as Neglect.

OLA Home for Boys and Girls Need to use revised quarterly report form (2nd Request) Reports were received 9/13/13, need to use new forms.

Motion was moved and second to approve old business. Motion passed.

VIII. New Business:

A. Blue Ridge Residential Services: Notification of New and Discontinued Location Sites

New location(s): Altair Road: 4709 Altair Road, Richmond, VA 23231-2523

Fox Green East: 6917 Fox Green East, Chesterfield, VA 23832-6652

Kenmore Road: 2420 South Kenmore Road, Richmond, VA 23225 (Relocation)

Discontinued location: - 2326 South Kenmore Road, Richmond, VA

Motion made and seconded for new locations and discontinued location. Motion passed.

B. Request for Affiliation (Discontinued) Families and Community Support Systems, LLC

IX. Quarterly Reports (1st Quarter) for Reporting Period (7/1/13 – 9/30/13)

1. Alliant Human Services: **(Accepted- No representation)**
2. Associates in Counseling & Therapeutic Services: **Clarification on time frames of any reporting of human rights violation will be reported within 24 hours and 10 days to complete an internal investigation.**
3. Assured Development Services, LLC **(Accepted)**
4. Blue Ridge Residential Services: **(Accepted)**
5. Branches of Life: **Revisions needed for question number 4 on page 6.**
6. Community Assistance Network: **(Accepted)**
7. Daily Grace Adult Day Program: **(Report Deferred to be reviewed by Committee Meeting)**
8. EMS Intensive In-Homes Services: **(Accepted)**
9. Family and Adolescent Services: **(Accepted)**

10. Family & Community Support Systems, LLC: **(Accepted)**
11. Greater Unity: Day Residential: **(Accepted)**
12. GROWN Program/IL Solutions: **(Accepted)**
13. Hamlet House Youth Services: **(Accepted)**
14. Hargrove, Oliver & Parker Inc. (H.O.P.E.) **(Accepted)**
- 15 Hope First, LLC: **(Accepted-No Representation)**
16. H.Y.P.E. Youth Services: **(Accepted)**
17. New Path Interventions – **(Revisions needed to question 1 to address abuse, neglect and exploitation by December 17, 2013)**
18. OLA Home for Boys, OLA Family Services: **(Revision to total allegations cases from 2 to 3). 11/16 Bus accident due to employee failure to obey signal light, no clients harmed, and employee attended driving school. Recommendation- Employees are to submit driving records and should be updated annually. Revisions to total neglect cases from 0 to 1. Incident report and corrective actions plan needed for 9/5/2013 at 5:42 AWOL incident)**
19. Renaissance Residential Services, LLC: **(Accepted)**
20. RISEUP, LLC: **(Accepted)**
21. Southern Va. Regional Medical Center: **Reviewed reported case on seclusion. (Accepted)**
22. The Trimble Agency, LLC: **(Accepted)**
23. Williamsville Wellness, LLC: **(Accepted)**

Moved and second to accept the quarterly reports with revisions and corrections. Motion passed

X. Meeting Schedule: March 4, 2014

Refreshments	<u>The GROWN Program/ I.L. Solutions</u>
Set-up Room	<u>HOPE, Inc</u>
Breakdown Room	<u>Hamlet House</u>
Minutes	<u>New Path Interventions</u>

XI. Executive Session: 1) Recommendation for citations are being made for Alliant Human Services, HOPE First for no representative at the meeting and Daily Grace for late submission of reports.

Motion moved and Second to accept the citations given. Motion Passed.

XII. Adjournment: